

JANUARY 8, 2013

SUBJECT: The Rhode Island Lottery submits this bid request for:
GOLF PENCILS for the period **January 2013 through December 2013**. Please forward sealed bids to:
Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
Attention: Gerald S. Aubin
Director
BID 13-03A
P.O. # 7314

NOTE: **1500 gross pencils per order - 4 orders placed during January 2013 – December 2013**
Price per 1500 gross is to remain the same during this period.

SIZE: **3.5” Hex Golf Pencil without eraser**

COLOR: **NAVY BLUE**

IMPRINT: **GOLD – 2 lines – Your Rhode Island Lottery**
www.rilot.com

PROOF: Upon Bid Award **SAMPLE REQUIRED**
Sample/proof to be approved by the Rhode Island Lottery before production

IMPORTANT: **In-house delivery due date for 1st shipment is within 6 weeks of product sample approval; subsequent orders within 3 weeks of request of order**

OTHER: Please **INCLUDE** all set-up fees, shipping and handling charges
Samples available upon request

DELIVERY: **Estimated Delivery Time of the 1st order of Golf Pencils is REQUIRED WITH Bid**
Estimated Delivery Time of subsequent orders is REQUIRED WITH Bid

FOB: Rhode Island Lottery, 1425 Pontiac Avenue, Cranston, RI 02920

BIDS DUE: **JANUARY 22, 2013 by 4:00 PM**

QUESTIONS: Contact Sandi Conroy or Dan Sarro at 401-463-6500

NOTE: **BIDS WILL NOT BE ACCEPTED UNLESS RETURN LABEL IS USED ON ENVELOPE – DO NOT FAX**

INTERNET VENDORS: **VENDORS WHO USE THE INTERNET TO DOWNLOAD INFORMATION MUST INCLUDE THE BID NUMBER ON THE ENVELOPE, SUBMITTED IN HARD COPY, BY BID DEADLINE - DO NOT FAX**

IMPORTANT

It is the policy of the Rhode Island Lottery to accept the quantity ordered only. The vendor is responsible for overage.

The Rhode Island Lottery reserves the right not to award a Bid based solely on cost, but may award a Bid based on a combination of quality of product, services, and experience of the vendor.

All proposals are submitted at the vendor's sole risk and expense. The Rhode Island Lottery shall not be responsible for any costs or expenses incurred by a vendor in submitting a response.

All vendors must include, with their bid, confirmation that they have registered as a State vendor on the State Purchasing website – www.purchasing.ri.gov

The Rhode Island Lottery reserves the right, without liability, to reject any and all proposals at any point prior to the award of a Bid contract.

Before the Lottery makes an award to the apparent successful bidder, that bidder may be required to submit a pre-production sample within __10 days__ of the request. Failure to timely submit a required pre-production sample that is satisfactory to the Lottery could result in bidder not receiving the award.

Prior to the final award of a bid a successful out-of-state vendor (s) will be required to file an Application for Certificate of Authority as a Business Corporation/Foreign Business Corporation at the RI Secretary of State's website – www.sos.ri.gov and must remain a member in good standing. This will require an initial filing fee as well as yearly filing.

Upon award of bid the successful vendor must complete a W-9 form which will be supplied by the Rhode Island Lottery.

CHECKLIST

- _____ Please include pricing for a **RUSH** delivery
- ___X___ Bid Price to include shipping & handling costs, set-up fees, die cuts, imprint fees, and any/all charges.
- ___X___ Estimated delivery time is **REQUIRED** with bid proposal of each of order
- ___X___ Delivery **REQUIRED** **within 6 weeks** after final approval. **1st delivery**
- _____ Please provide a Sample/Color Image **WITH** your sealed Bid proposal.
- ___X___ Upon Bid Award, sample **REQUIRED**
- ___X___ Pre-production Sample/Proof to be approved by the Rhode Island Lottery
- _____ Please specify the percentage of overage/underage, if applicable
- _____ Bulk packaged
- ___X___ The Rhode Island Lottery will exercise the right to receive the stock on an as needed basis
- _____ Insurance Certificate must be submitted with Bid proposal.
- _____ Please include three (3) references with names, addresses and telephone numbers.
- ___X___ Include confirmation that vendor has registered as a State vendor at www.purchasing.ri.gov
- ___X___ Successful out-of-state vendor **MUST** file a Certificate of Authority at www.sos.ri.gov and provide confirmation upon bid award